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	2078 * 2079 ↓	—	Missing –
	2080		Missing
LIBRARY OF CONGRESS 0 029 767 536 9	2081A	15	U496. M73 no. 1-15 (1929-Undated)
LIBRARY OF CONGRESS 0 029 767 537 0	2081B	29	U496. M74 no. 1-29 (1923 – Undated)
LIBRARY OF CONGRESS 0 029 767 535 7	* 2079	16	U496. M725 (1936 – Undated)

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Subsistence

CONFERENCE BULLETINS

THE QUARTERMASTER SCHOOL

CAMP LEE, VIRGINIA
SEPTEMBER, 1943

Correspondence--General	15	General information pertinent to Army correspondence	C	AR 340-15, Pars. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 30, 31, 38, 39, 55, 56, 57; AR 380-5, Pars. 3, 4 5, 18; TM 12-250, Pars. 424, 425, 427, 429, 430, 431, 433; WD Cir. 270/42, Sec. IV
Form of Military Letter		Mechanical set-up of military letters	C	AR 340-15, Pars. 21, 22, 23, 24, 25, 26, 27, 28, 29, 32, 34, 36, 37, 40; TM 12-250, Par. 433
Indorsements and Inclosures		Use of indorsements including form, numbering, etc. Study of numbering and arrangement of inclosures	C	AR 340-15, Pars. 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54; TM 12-250, Par. 433
Composition of Military Letters		To impress upon the student the correct composition of a military letter a. . the importance thereof	C	AR 340-15, Par. 1; TM 12-250, Pars. 425 429, 430
Authorized Abbreviations		Familiarize students with authorized abbreviations used in military communications	C	AR 850-150; AR 340-15, Par. 23; AR 310-50, Par. 4; AR 345-25 Par. 12
Correspondence		Preparation of military letters and telegrams	PE	
Correspondence		Preparation of indorsements	PE	
Correspondence		Methods of handling inclosures	PE	
Correspondence Relating to Personnel		Transfer of records; request for gratuitous issue of clothing	PE	
Correspondence Relating to Personnel		Tracer letters	PE	

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INSTRUCTOR'S GUIDE

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UNIT SUPPLY

ENLISTED SPECIALIST COURSE

PREPARED BY

THE QUARTERMASTER SCHOOL
CAMP LEE, VA.

MAY 1, 1943

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UNIT SUPPLY

OFFICER'S BASIC SUPPLY COURSE

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THE QUARTERMASTER SCHOOL

ADVANCED OFFICERS' COURSE NO. 5

STUDY ASSIGNMENT

INDEX

Section	Page
Command Post Exercise	11-14
Control and Supervision of Subsistence Operations	1
Field Operations	1-6
Methods of Accounting for and Disbursing WD Funds	6-7
Methods of Procuring Supplies and Services	7
Military Government	7-8
Military Training	14
Office Organization, Official Publications, Mil.Records	8
Reclamation of Supplies and Material	9
Transportation of Supplies and Material, Including Loading & Transportation of Military Personnel	9
Warehousing and Property Records	9-11

THE QUARTERMASTER SCHOOL

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PROGRAM OF INSTRUCTION
for
ENLISTED SPECIALIST COURSE NO. 5

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Mission:

The mission of the Enlisted Specialist Course No.5 is to train selected personnel as key noncommissioned officers for administrative and supply duty with Quartermaster units in the Zone of the Interior and Theater of Operations.

SUMMARY OF PROGRAM

Section	Page	Total Hours Allotted
Administration - Personnel	1-13	140 hours
Army - Special Service Division	13	1
Defense Against Chemical Warfare	13-14	6
Director	41	6
Field Operations	14-19	60
Fiscal	19-20	10
Identification of Aircraft	20	3
Military Training	41-53	199
Packaging, Loading, and Transportation of Supplies and Troops	21-25	16
Procurement	25-27	20
Property Records	28-31	26
Protection Against Carelessness	31	2
Salvage	31-33	17
Subsistence	33-35	28
Unit Supply	35-38	57
Warehousing, Receipt & Issue of Supplies	39-41	20
	TOTAL	611 hours

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THE QUARTERMASTER SCHOOL

PROGRAM OF INSTRUCTION
for
QUARTERMASTER NONCOMMISSIONED
OFFICERS' ADMINISTRATION & SUPPLY
COURSE (ADVANCED) NO. 6

CONGRESS
SERIAL RECORD

Mission:

The mission of the Quartermaster Noncommissioned Officers' Administration & Supply Course (Advanced) No. 6 is to train selected personnel as key noncommissioned officers for administrative and supply duty with Quartermaster units in the Zone of the Interior and Theater of Operations.

SUMMARY OF PROGRAM

Section	Page	Total Hours Allotted
Administration - Personnel	1-13	140
Army-Special Service Division	13	1
Defense Against Chemical Warfare	13-14	6
Director	39	6
Field Operations	14-19	60
Fiscal	19-20	10
Identification of Aircraft	20	3
Military Training	39-51	199
Packaging, Loading, & Transportation of Supplies and Troops	21-23	16
Procurement	23-25	20
Property Records	26-29	26
Protection Against Carelessness	29	2
Salvage	29-31	17
Subsistence	31-33	28
Unit Supply	33-36	57
Warehousing, Receipt & Issue of Supplies	37-39	20
TOTAL		611 Hours

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INSTRUCTOR'S GUIDE

UNIT SUPPLY

OFFICER'S BASIC SUPPLY COURSE

PREPARED BY

THE QUARTERMASTER SCHOOL
CAMP LEE, VA.

MAY 1, 1943

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THE QUARTERMASTER SCHOOL

PROGRAM OF INSTRUCTION
for
ASF DEPOT COURSE NO. 3

The mission of this course is:

a. In general, to provide qualified officer students from the several services of supply with knowledge of the modern and most efficient methods of depot administration in U. S. Army depots in the zone of the interior and in the theater of operations.

b. Specifically, to provide qualified officer students with thorough knowledge of:

1. The organization of the Army, giving emphasis to the supply functions and the role of depots in the system of supply;

2. The fundamentals of War Department Fiscal and Procurement procedures common to all supply services;

3. The methods and principles involved in keeping accurate and adequate records of public property received, stored and issued by depots;

4. The basic principles and methods of efficient and safe transportation of supplies by land, air, and water, within the U. S. and overseas;

5. The modern and most efficient methods of warehousing and materials handling in the zone of the interior and in the field;

6. The effective methods of packaging supplies for shipment, including shipment overseas, and the loading of supplies on common carriers;

7. The basic military principles and methods of protection of military installations, particularly supply bases, against enemy action.

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THE QUARTERMASTER SCHOOL

CAMP LEE, VIRGINIA

A.S.F. DEPOT COURSE NUMBER 3

STUDY ASSIGNMENTS

INDEX

SECTION	PAGE
Orientation	2
Organization of the Army for Supply	2
Army Fiscal and Procurement Procedure	3
Property Records	3-4
Transportation of Supplies by Land, Air and Water	4-5
Warehousing, Materials Handling, Storage and Labor Control	5-6
Packaging and Crating of Supplies for Transportation by Land, Air and Water	7
Protection Against Enemy Action	7
Demonstrations Conducted at Richmond Depot	
Director	
Open Time for Guest Speakers	
Exercise	

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THE QUARTERMASTER SCHOOL

PROGRAM OF INSTRUCTION
for
OFFICER CANDIDATES' COURSES #25 & 26

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Mission:

To train specially selected officer personnel in those subjects and traits to enable them to become qualified officers.

SUMMARY OF PROGRAM

Section	Page	Total Hours Allotted
TECHNICAL AND TACTICAL TRAINING		
Academic Orientation	1	12
Administration - Personnel	5-9	28
Aid to Dependents	1-2	2
Army Orientation - Current Phase	2	112 (4)
Board Procedure	2	3
Bomb Reconnaissance	2-3	2
Classification Procedure & Army Postal Service	3	8
Commercial Transportation	4-5	5
Defense Against Chemical Warfare	9-10	11
Field Operations	10-16	73
Fiscal, Procurements, and Agent Officers	17	8
Identification of Aircraft	18	1
Map Reading	18-20	24
Methods of Instruction	20-23	15
Military Courtesy and Discipline	23	4
Military Law	23-25	11
Organization of the Army	25-26	5
Packaging and Loading of Supplies	26-27	4
Protection Against Carelessness	27	2
Protection of Military Information	27-28	2
Salvage	28-30	9
Subsistence and Mess Management	30-31	17
Supply: Depot, Post, Unit	32-34	29
	TOTAL:	377 hours

TACTICAL TRAINING EXERCISES		
Airplane Loading	38	2
Blackout Driving	37	(2)
Car Loading & Bracing	38	2
Chemical Warfare	35	44
Clothing and Equipage	36	8

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ADVANCED SUPPLY OFFICERS' COURSE NO. 4

STUDY ASSIGNMENT

INDEX

Section	Page
Command Post Exercise	11-14
Control and Supervision of Subsistence Operations	1
Field Operations	1-6
Methods of Accounting for and Disbursing WD Funds	6-7
Methods of Procuring Supplies and Services	7
Military Government	7-8
Office Organization, Official Publications, Mil. Records	8
Reclamation of Supplies and Material	9
Transportation of Supplies and Material, Including Loading & Transportation of Military Personnel	9
Warehousing and Property Records	9-11
Military Training	14

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PROGRAM OF INSTRUCTION
for
ENLISTED SPECIALIST COURSE NO. 4

Mission:

The mission of this course is to train selected enlisted men is the duties of key noncommissioned officers for Quartermaster Zone of the Interior, Installations and Theater of Operations, Field Units.

SUMMARY OF PROGRAM

Section	Page	Total Hours Allotted
Administration - Personnel	1-13	140 hours
Army - Special Service Division	13	1 hour
Defense Against Chemical Warfare	13-14	6 hours
Field Operations	14-19	60 hours
Fiscal	19-20	10 hours
Identification of Aircraft	20	3 hours
Packaging, Loading, and Transportation of Supplies and Troops	21-25	16 hours
Procurement	25-27	20 hours
Property Records	28-31	26 hours
Protection Against Carelessness	31	2 hours
Salvage	31-33	17 hours
Subsistence	33-35	28 hours
Unit Supply	35-38	57 hours
Warehousing, Receipt & Issue of Supplies	39-41	20 hours
Director	41	6 hours
Military Training	41-53	199 hours
	TOTAL:	611 hours

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BASIC SUPPLY OFFICERS' COURSE NO. 10

STUDY ASSIGNMENT

INDEX

Section	Page
Defence Against Chemical Warfare	1
Field Operations	1-6
Fiscal, Agent Officers, and Procurement	6-7
Methods of Instruction	7-8
Office Organization and Administration	8
Salvage	9-10
Subsistence	10
Supply	11-13
Transportation of Supplies and Materials, including loading and Transportation of Military Personnel	8-9

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PROGRAM OF INSTRUCTION
for
OFFICERS' BASIC SUPPLY COURSE NO. 10

MISSION:

The mission of this course is to train selected officers for administrative and supply functions of the QM Corps with the Army Ground Forces, Army Air Forces, and Army Service Forces.

SUMMARY OF PROGRAM

SUBJECT	PAGE	HOURS
Director	17	6
Defense Against Chemical Warfare	1	4
Field Operations	1-12	134
Methods of Instruction	12-13	7
Quartermaster Administration	13-15	16
a. Fiscal	13-14	(5)
b. Subsistence	14	(6)
c. Salvage	15	(5)
Unit Supply	15-17	15
TOTAL:		132

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OFFICERS' BASIC SUPPLY COURSE NO. 10

STUDY ASSIGNMENT

INDEX

Section	Page
Defense Against Chemical Warfare	1
Field Operations	1-5
Methods of Instruction	6
Quartermaster Administration	6-8
a. Fiscal	6-7
b. Subsistence	7
c. Salvage	8
Unit Supply	8-9

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THE QUARTERMASTER SCHOOL

OFFICER CANDIDATES' COURSES #25 & 26

STUDY ASSIGNMENT

INDEX

Section	Page
Administration - Personnel	1-2
Aid to Dependents	2-3
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Classification Procedure and Army Postal Service	3
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Fiscal, Procurement, and Agent Officers	8-9
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Military Courtesy and Discipline	10-11
Military Law	11-12
Organization of the Army	12
Packaging and Loading of Supplies	12
Protection Against Carelessness	12-13
Protection of Military Information	13
Salvage	13-14
Subsistence and Mess Management	14-15
Supply: Depot, Post, Unit	15-17
Tactical Training Exercises	18

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